



WISCONSIN

**DEPARTMENT OF WORKFORCE DEVELOPMENT**

Division of Economic Support

Bureau of Welfare Initiatives

**TO: Economic Support Supervisors  
Economic Support Lead Workers  
Training Staff  
FSET Administrative & Provider Agencies  
Child Care Coordinators  
W-2 Agencies**

**FROM:** Stephen M. Dow  
Policy Analysis & Program Implementation Unit  
Work Programs Section

**SUBJECT: CHILD DAY CARE MANUAL ONLINE**

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**BWSP OPERATIONS MEMO**

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**Non W-2** ☐ **W-2** ☐ **CC** ☒

**PRIORITY:** Medium

The Bureau of Work Support Programs' Office of Child Care has published its most recent version (release 00-01) of the Child Day Care Manual on the DWD Work Web. To access the manual:

1. Go to the DWD [<http://dwdworkweb/>]
2. Click on the DES icon.
3. The DES icon will take you to the DES Home Page. Click on the "Office of Child Care Home" button.
4. That action will take you to the Home Page for the Office of Child Care. Click on "Child Care Manual (*in PDF*)".
5. Your computer should then open your Acrobat Reader program and automatically open the portable document format (PDF) version of the manual.

If you do not have Acrobat Reader, you will most likely be instructed by your computer about how to install it when you try to open the PDF file; or speak to your local technical support personnel.